

**Emergency Procedures  
Departmental Student Abroad Program  
Purdue University**

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**Program Information**

Name of program:

Physical street address of program overseas:

City, country and postal code:

Primary program leader:

Secondary program leader:

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**Contingency Plans for Emergency Situations**

**Program leaders are asked to provide answers to the following questions, printed on a separate.**

~~All~~ emergency response procedures should be provided to program participants at the pre-departure meeting and a copy of the instructions should be sent to the study abroad office. Leaders should prepare instructions for students including a) how the leader will contact students in an emergency, b) the mode of transportation to a meeting place, and c) what personal items students must be sure to bring.

- F) If an emergency situation resulted in moving the program to a new location, list the new location and provide information about any stand-by arrangements that have been made there.
- G) If students needed to meet to transport them to a new location, where would this meeting place be?
- H) How would students travel to this meeting place?  
 public transportation (metro, subway, bus)     chartered bus or van     taxi     private car
- I) How would students travel to the new program location?  
 public transportation (metro, subway, bus)     chartered bus or van     taxi     private car
- Í) Programs should not be cancelled until leaders have confirmed such plans with the study abroad office. If regular communication were not possible, what steps would you take to try to notify the study abroad office of the emergency?
- Ï) If an emergency situation resulted in the cancellation of a program, how would you arrange for program participants to return to their homes?
- Ï) If program participants needed to get to an airport to return home, how would they travel to the airport?  
 public transportation (metro, subway, bus)     chartered bus or van     taxi     private car
- Ï) If the emergency involves only one student, what steps will you take to arrange for her/his return home?

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## Emergency Response

Primary program contact, usually the program leader:

Telephone during overseas program (indicate is land line, cell or other):

Home telephone:

Office telephone:

U.S. cellular telephone:

Email address to be used during program duration:

Secondary program contact:

Telephone during overseas program (indicate is land line, cell or other):

Home telephone:

Office telephone:

U.S. cellular telephone:

Email address to be used during program duration:

In the event of an emergency, what are the procedures for students to contact the primary and secondary programs leaders during the program?

In the even of an emergency, what are the procedures for you to contact all the program participants? Please provide an estimate of how long this would take.

United States embassy or consulate:

Have you registered students on the State Department website?  yes  no

If no, please do so at this website: [http://travel.state.gov/travel/tips/registration/registration\\_1186.html](http://travel.state.gov/travel/tips/registration/registration_1186.html) .

Street address of closest embassy or consulate:

Telephone number:

Emergency contact name and telephone number, if available:

Study Abroad Office staff should be informed of the emergency as soon as possible at + **765 494 2383**, in the following order:

Brian Harley, Director  
Nancy Bennett, Assistant Director for Departmental Programs  
Glenda Caudill, Assistant Director

If the leader is unable to reach the office, s/he should telephone the Purdue Police Department at +**765 494 8221**, who will get a message to the appropriate staff member right away.

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**Return emergency procedures form to Programs for Study Abroad, 105 Young Hall, ATT: Departmental Programs**